##

Guidance for bilateral projects

August 2018

## Outline of the Identification Report

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| **Cover page** | * Name and duration of the assignment
* Type of report (draft / final draft / final)
* Date and location
* Authors of the report
 |
| **Table of contents** |  |
| **Abbreviations** |  |
| **Summary** | * An overview of country context, policies and development needs
* An overview of the proposed project, scope, result areas and related output, proposed implementation modality
* Brief summary of alternative scenarios or concepts, if available
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| **1. Background and Country Context** | * Country context (using country strategy as a reference); short introduction of economy, development challenges, human rights situation
* Sector context
* Previous interventions or phases, if applicable
* Short description of programme identification process (Max one paragraph),
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| **2. Policy Context** | *Policy Framework** Analyses of national policies and strategies relevant to the Project
* Development needs, problems to be addressed and justification for the Project (e.g. reference to country's own development strategies and priorities that affect the initiative directly or indirectly)
* Analysis of the sector policies, strategies and plans

*Institutional and financial framework** Relevant authorities and other organizations and actors and their main interventions in the sector, including all aid modalities in use
* Financing: e.g. sector budget, share of national/ development partner funding, funding gaps
* Coordination mechanisms at national/regional/local level

*Policy relevance** Rationale vis-à-vis Finnish policies, strategies, value-added and complementarity
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| **3. Description of the Proposed Project**  | 3.1. Overview of the Project* Rationale for launching the project and the proposed modality
* Description of the internal project logic, Results Chain/ Theory of Change
* Scope of the proposed project (e.g. duration, geographical scope etc.)

3.2. Results and key strategies* Description of results (outputs, outcome and impacts) expected to be achieved (based on the result chain or theory of change, including cross-cutting objectives relevant to the project)
* Description of the key strategies to achieve the project results, main types of activities
* Key milestones for project implementation
* Defined outputs and main activities for the Inception Phase, including assumptions and preconditions for efficient start-up

3.3. Risk assessment and risk response* Summary of risks and risk responses (with reference to Risk Matrix to be annexed)
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| **4. Stakeholder analysis** | * Stakeholder analysis and assessment; needs and opportunities: Who are the beneficiaries and stakeholders? Who are the Duty Bearers and Rights Holders? What are their responsibilities, rights and *capacity gaps related to proposed intervention/ sector*?
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| **5. Analysis of concept(s)**  | * Approach
* What alternatives exist for the Finnish Support? I.e. the concept notes, what may they differ in (= results, implementation modalities, strategic choices)? What criteria are/ should be used for selection of the alternatives?
* Analysis of potential modalities for project implementation; (pros and cons of options)
* Analysis of scope of the implementation in terms of results and strategic choices.
* Short presentation of alternative project concepts:

a) b) Contemplation and comparison of various options (presented in Concept Notes) in accordance to the selected criteria, Concept note annexed to the Inception Report). |
| **6. Recommendations and Next Steps** | * Critical issues and recommendations for decision-making and further planning
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| **Annexes** | * Concept note(s) for the proposed project
* Background studies, documents consulted
* Persons consulted
* Relevant other background material such as statistics, maps, etc.
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Normally the Identification Report should not exceed 20 pages + annexes.